

04/03

Office Assistant

\$1908-2515

One vacancy for Sacramento

Final file date: 04/15/03

Interested applicants should submit a standard state application form (STD. 678) to:

Carol LiVecchi

Personnel Office

1121 L Street, 7th Floor

Sacramento, CA 95814

Questions? Contact Carol at 916-327-5172

Duty Statement Office Assistant (Typing)

Under the supervision of the Personnel Officer, incumbent acts as primary receptionist, and performs the following duties:

- 45% Agency Receptionist -- answer and route incoming calls to appropriate Program(s) and/or individuals, and take messages as necessary. Greet, direct and assist visitors. Print, post and update daily meeting calendar for main conference room.
- 15% Prepare and/or type final correspondence, mail merge documents, forms, exam bulletins, contact letters, and other Administration and Personnel related documents.
- 15% Assist in creating and/or maintain various Personnel related file systems. Distribute and update various Administration and Personnel related manuals and binders such as the Pay Scales, Barclay's, etc. Distribute, post and/or mail various Administrative and Personnel related items such as EAP posters, EEO posters, exam bulletins, job opportunity announcements, etc.
- 10% Open, sort and distribute mail for the Director of Administration and Personnel staff. Copy and route various documents such as training request forms and equipment request forms, etc.
- 10% Schedule interviews, purge closed exam files, make copies, update exam code log, update weekly timelines, assist with records retention schedule, prepare and maintain New Employee hiring packets.
- 5% Other duties as required.